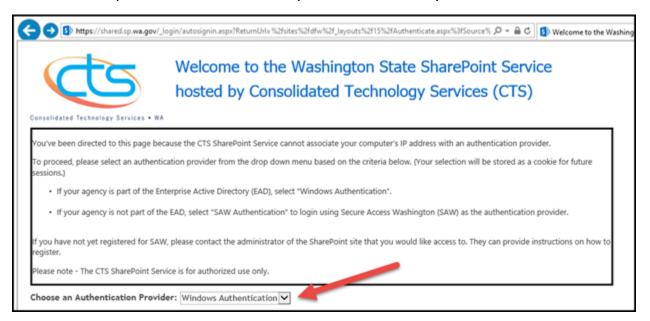
Accessing SharePoint Using a Remote Network Connection

WDFW staff have experienced ongoing problems accessing the WDFW SharePoint website while connected to the WDFW VPN. After researching this issue we have determined that a primary cause for these problems is the use of our VPN client. Due to budget constraints we have been forced to use an outdated version of that VPN client. One result of using an outdated VPN client is reduced compatibility with existing systems. In most cases the VPN client we use works great. One exception is the Microsoft SharePoint Website.

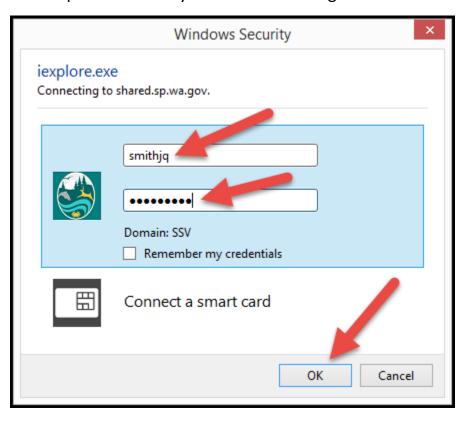
WDFW IT Services is currently researching a replacement for the VPN program. A new VPN solution will be implemented when the budget allows. In the meantime, we are providing instructions below for accessing SharePoint without using the VPN client. Please contact the Service Desk if you have any questions or problems accessing VPN using these instructions.

Best regards,
The WDFW Service Desk Team
360-902-2378 | servicedesk@dfw.wa.gov

- 1. Open Internet Explorer by clicking on this icon:
- 2. Type the web address https://shared.sp.wa.gov/sites/dfw in Internet Explorer and then press enter. You should see the authentication web page shown in the screen shot below. Make sure you select "Windows Authentication" from the drop down menu and then press the enter key:



3. After pressing the "Enter" key you should see a Windows Security dialogue box open up. Enter the same user name and password that you would use to login to TotalTime. After entering your credentials click "OK".



4. After clicking "OK" you will be redirected to the DFW SharePoint webpage. You should be able to then access all SharePoint content that you have permissions to view. Click on to the appropriate heading (outlined in red below) to access SharePoint content for your program:

